

**TINJAUAN PENYEBAB KETERLAMBATAN DISTRIBUSI DOKUMEN  
REKAM MEDIS DI TPPRJ RSUD Dr. R SOEDATI SOEMODIARDJO  
KOTA PUWODADI KAB.GROBOGAN TAHUN 2017**

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**ABSTRAK**

Di RSUD Dr. R Soedati Soemodiardjo 6 dari 10 pasien merasa waktu tunggu melebihi perkiraan mereka. Dokumen rekam medis (DRM) terlambat sampai ke poliklinik karena petugas pendistribusian melakukan penumpukan dokumen rekam medis (DRM) di bagian meja pemilahan di dekat loket pendaftaran pasien rawat jalan. Penelitian ini bertujuan untuk menggambarkan pelaksanaan distribusi dokumen rekam medis di TPPRJ RSUD Dr. R Soedjati Soemodiardjo. Penelitian deskriptif dilakukan dengan mengobservasi alur pendistribusian dokumen rekam medis dan wawancara terhadap 2 petugas TPPRJ, 2 Distribusi dan 2 Filing. Data dianalisis secara deskriptif. Berdasarkan wawancara, dapat diketahui bahwa petugas TPPRJ, Distribusi dan Filing belum memahami isi dari Protap yang sudah di buat oleh pihak rumah sakit. 6 Petugas menganggap distribusi dokumen rekam medis adalah salah satu tanggung jawab dari bagian TPPRJ dan alur pendistribusian Dokumen Rekam Medis (DRM) yang dilaksanakan oleh petugas juga belum sesuai dengan yang tertulis di dalam Protap. Di bagian distribusi hanya terdapat 2 petugas, sementara rata-rata jumlah kunjungan pasien 400 pasien perhari dan terdapat 17 poliklinik, dan tidak ada troli untuk mengantarkan dokumen ke poliklinik. Kepala Unit Rekam Medis (URM) melakukan sosialisasi isi protap pendistribusian dokumen rekam medis kepada seluruh petugas Unit Rekam Medis (URM). bagian distribusi dokumen rekam medis sebaiknya melakukan distribusi dokumen rekam medis sesuai dengan protap dan menambah troli dan rak untuk memilah dokumen rekam medis.

Kata Kunci : Distribusi Dokumen Rekam Medis, Karakteristik Petugas, Pelayanan Distribusi, TPPRJ.

**REVIEW CAUSES OF MEDICAL RECORD DISTRIBUTION DELAYS IN  
OUTPATIENT REGISTRATION COUNTER RSUD Dr. R SOEDATI  
SOEMODIARDJO PUWODA IN GROBOGAN DISTRICT 2017**

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**ABSTRACT**

In Dr. R Soedati Soemodiardjo 6 out of 10 patients felt that the waiting time exceeded their expectations. Medical records were late deliver to polyclinic because distribution officers did buildup medical records at sorting table that located near outpatient registration counter. This study aimed to describe implementation of medical records distribution at Outpatient Registration Counter RSUD Dr. R Soedjati Soemodiardjo. Descriptive studi was conducted by observing the flow of medical records distribution and interviewing 2 outpatient registration officers, 2 Distribution officers and 2 Filing officers. Data were analyzed descriptively. Based on interviews, it could be seen that outaptient registration, Distribution and Filing officers had not understood Protap contents that had been made by the hospital. 6 officesr considered that medical record distribution is one of outpatient registration counter responsibilities and flow of medical records distribution conducted by officers was not in accordance with what was written in Protap. In distribution section there were only 2 officers, while the average number of patient visits is 400 patients per day and there were 17 polyclinics, and there was no trolley to deliver documents into polyclinic. Head of Medical Record disseminates content of medical records distribution protap to all Medical Records officers. Medical records distribution should perform medical record distribution in accordance with protap and add trolleys and shelves to sorting medical record documents.

**Keyword** : Medical Records Distribution, Officer Characteristic, Distribution Services, Outpatient Registration Counter